



CITY OF HOUSTON

Job Posting

<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	Financial Analyst III
<i>Posting Number</i>	PN # 103322
<i>Department</i>	Housing and Community Development
<i>Division</i>	Finance & Administration
<i>Section</i>	Financial Services
<i>Reporting Location</i>	601 Sawyer*
<i>Workdays & Hours</i>	Monday-Friday, 8:00am–5:00pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Prepare, monitor, track and manage HUD treasury requests (IDIS) for CDBG, HOME, HOPWA and ESG City-awarded grant funds in agreement with daily financial transactions.
- Work closely with the Grants Management Section and Reconciliation Group using written, electronic and oral communication to ensure grant expenditures are presented to HUD treasury accurately, timely and in accordance with HUD regulations.
- Develop and maintain monitoring and evaluation systems for the routine responsibility of reconciliation, revision and resolution of financial expenditures presented to HUD treasury.
- Maintain record of all IDIS requests presented to HUD treasury.
- Monitor HUD grant funds Letter-of-Agreement (LOA) expenditures reported by subrecipient departments within the City of Houston.
- Review and process pay requests from grant-awarded subrecipients for reimbursement from the department.
- Prepare and maintain tracking systems and spreadsheets for subrecipients' expenditures to include budgets and correspondence.
- Work closely with various project managers both in and outside of the department to ensure compliant, complete and prompt reimbursement of pay requests using written, electronic and oral communication.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. within an essentially normal office environment.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelors degree in Finance, Accounting, Business Administration, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of related professional experience in finance, economics, budget analysis or closely related field is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston Policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21
\$1,211 - \$1,660 Biweekly \$3,486 - \$43,160 Annually

OPENING DATE

March 2, 2005

CLOSING DATE

March 15, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources TDD phone number is (713) 837-9496.

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